

Erasmus+ Europe

Long term mobility

Work placements during studies/Graduate traineeships

Erasmus+ is an exchange programme of the European Union which enables NEWTON University students to undertake a field placement in European countries for a period of between 2 and 12 months. **Through the Erasmus+ programme, graduate students can also go on a traineeship.** Get inspired by students' experiences with the Erasmus programme.

Students receive financial support of between **€630 and €750** per month depending on which country they go to.

Traineeships can only take place in countries participating in the Erasmus+ programme (hereafter referred to as programme countries):

- EU Member States: *Austria, Belgium, Bulgaria, Croatia, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden*
- European Economic Area countries (*Norway, Iceland, Liechtenstein*)
- *also Turkey, Serbia, Northern Macedonia and Switzerland*

Stays in the UK: All students going on placement in the UK need to obtain a visa. To obtain this, they need a **Certificate of Sponsorship**, formerly provided by the British Council. If the student's foreign institution is now unable to issue this certificate, the Erasmus+ funding cannot support the placement.

The ERASMUS ID code of NEWTON University is CZ BRNO08.

Conditions of participation

The Erasmus+ traineeship is open to students who:

- is duly enrolled in an accredited study programme at NU - full-time, combined and distance learning;
- is a citizen of one of the programme countries or is a citizen of another country but is studying in the programme country in an accredited study programme, in any year;
- is duly enrolled for studies at the sending institution (except for graduate traineeships) in the field of study covered by the traineeship throughout the period of the placement, and may not interrupt or terminate studies in the field of study at the sending institution before the end of the traineeship abroad;
- have been selected in a duly advertised selection procedure.

Study placement conditions:

The student may undertake a traineeship at any level of study. The duration of the internship is a minimum of 2 and a maximum of 12 months. Previous mobilities (study and work placements) are cumulative at a given level of study.

The duration of the practical placement is a **minimum of 2 months and a maximum of 12 months**.

The practical placement is **not** subject to an inter-institutional contract, but **must be agreed and confirmed in advance** before the placement takes place.

It is recommended that the practical placement be recognised as **Study Practice 1, Study Practice 2**. The student can then receive ECTS credits and have the placement listed in the Diploma Supplement (the practical placement becomes part of the study programme)

The host organisation can be any public or private organisation active in the labour market or in the field of education, training or youth (public or private enterprise, public body at local, regional or national level, professional associations, trade unions, research institutes, foundations, NGOs, non-profit organisations, institutes and training centres, etc.).

ATTENTION, it must be verified that the organisation is **not funded by EU** project money but only by

The trainee must be **working full-time** in the foreign organisation (normal in the host country, minimum 35 hours per week). The primary purpose of Erasmus+ traineeships is to prepare for future employment.

Graduate traineeship

The traineeship can be completed within 12 months of the state final exam date, within which time the traineeship must have started and finished.

The student must be an active MU student throughout the selection procedure (until the results of the selection procedure are announced).

The student must not start a further study in the field of study for the entire duration of the graduate traineeship.

Fresh graduate status under the current conditions:

- Labour Office: *the graduate will not be able to fulfil his/her obligations and will be removed from the register of the Labour Office; he/she will not be entitled to unemployment benefits after the end of the internship, even though he/she has actually worked for 1 year (because he/she was formally unemployed).*
- health insurance: *the graduate is obliged to pay health insurance. If the traineeship is longer than 6 months, it is possible to make a written declaration of long-term stay to the relevant insurance company and take out health insurance for the whole period, e.g. travel health insurance.*

- Pension insurance: *the period of the traineeship does not count towards the pension insurance, voluntary supplementary insurance may be recommended.*
- Income tax: *financial support over CZK 30,000 is subject to income tax.*

Financial conditions

Upon signing the participation contract, the student will receive financial support from the Erasmus+ programme. The monthly grant is set at national level.

The funds are disbursed:

- In CZK to a CZK account held at any bank in the Czech Republic; the amount of the financial support allocated is converted at the current monthly exchange rate of the European Commission and sent in CZK to the student's account, or
- in EUR to a euro account held with any bank in the European Union.

The financial support is only to **partially cover the costs**, it is only a contribution to the increased costs associated with the stay abroad - the student is expected to contribute financially. The financial support is paid in full before the departure of the student. In the event that the stay is not completed or is shortened, all or part of the financial support will be refunded.

Grant amounts for Erasmus+ study visits

- **€750/month** - countries with a high cost of living:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, United Kingdom

- **€630/month** - countries with a lower cost of living:

Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Northern Macedonia, Poland, Romania, Slovakia, Slovenia, Serbia, Turkey

Other possible grants:

1. Green Erasmus

Students can apply for a one-off Green Erasmus grant of €50 before signing the participation contract (cannot be applied for retrospectively). The student is eligible for the grant if he/she demonstrates the use of environmentally friendly transport to and from his/her place of stay abroad (environmentally friendly transport must be the main means of transport for each trip).

Environmentally friendly transport is defined as: bus, train and carpooling (or a combination of these). If the student uses air transport for at least part of the trip, he/she will lose the right to this one-off allowance.

The student is obliged to provide the Erasmus+ coordinator with documents confirming the use of environmentally friendly transport to and from the destination after the end of the stay.

2. Exceptional grant for social reasons

This grant may be awarded **to students from a disadvantaged socio-economic background** if they submit the following before departure:

- written confirmation of "*Determination of entitlement to child benefit*" issued by the Labour Office of the Czech Republic. In case the student is not a citizen of the Czech Republic and cannot obtain a confirmation from the Labour Office of the Czech Republic, he/she shall submit another relevant document confirming that he/she is entitled to child benefit and that the family income for the previous year, which is decisive for the award of the benefit, does not exceed the product of the family's subsistence minimum and a coefficient of 3.4.

The grant is also awarded in the case of any **health disadvantage** (this may be e.g. gluten free diet, physical disadvantage) where a contribution can be claimed e.g. for food, the cost of travel home during studies to see a doctor if the student's health requires it, a contribution towards accommodation or transport to school (taxi etc.) if the student's physical limitations are involved.

In this case, the application must be accompanied by:

- *a medical report*
- *a copy of the disabled person's card (if you have one)*
- *Erasmus+ documents: signed Learning Agreement*

The application for an exceptional grant must be submitted before the trip abroad, it is not possible to submit and approve the application retrospectively. The amount of the grant is assessed on an individual basis.

You can find the application for the scholarship increase on the website of the [House of International Cooperation](#) in the Downloads section. Applications can be submitted at any time during the year, but **no later than 2 weeks before signing the contract**. The application must be submitted prior to departure for the stay abroad, it is not possible to submit an application and approved retrospectively.

Application form

The application for the study visits is submitted electronically (online forms) and can only be done on the announced deadlines.

Students are informed of the opening of the selection procedure via a notice board in the Information System.

The call for applications for traineeships is usually continuous and open for several months.

Students find and arrange their internships **on their own**. It is possible to approach any organisation that meets the rules for selecting suitable host organisations (see Terms and Conditions), or to choose one of the organisations where a practical placement has taken place in previous academic years.

Internship offers are published e.g. here:

<https://erasmusintern.org/>

Attention!

- The internship must always be arranged on a **full-time basis (minimum 35 hours per week)**, otherwise it cannot be realised.
- The primary purpose of Erasmus+ traineeships is to prepare for future employment.

Selection criteria:

- Early application;
- sending a CV in English;
- sending a motivation letter in English;
- academic record over the entire period of study;
- English language level according to the Common European Framework of Reference (minimum level B1);
- Tripartite confirmed Learning Agreement for Traineeships: work plan of the traineeship confirmed by the responsible representative of the host foreign institution and the NU representative

Required information:

- Study cycle: Bachelor or equivalent first cycle (EQF level 6), Master second cycle: (EQF level 7)
- Field of education: 0410
- Name: Vysoka Skola NEWTON, A. S.
- Faculty/Department: Prague Campus/Brno Campus
- Erasmus code (if applicable): CZ BRNO08
- Address: Rašínova 2, 60200 Brno
- Country: CZ
- Contact person name: Jana Majerová
- Email: jana.majerova@newton.university
- Phone: + 420 720 982 317

ATTENTION, submitting an application does not mean automatic approval of the internship with financial support, it is a proper selection procedure.

Before mobility

1. Learning Agreement for Traineeships (Learning Agreement, LA)

2. Insurance

The student is required to take out the appropriate insurance for the country in which the placement will take place before departure. ERAPO insurance is recommended. <https://www.erapo.cz/>

The insurance must include the following items:

- *health insurance*
- *accident insurance covering the tasks carried out by the trainee and covering at least any damage caused to the trainee in the workplace*
- *liability insurance covering damage caused by the trainee at the workplace*

In the case of a paid traineeship, the student should request liability insurance against the employer (foreign institution).

In the case of an unpaid traineeship, the student applies for third party liability insurance.

The student must be familiar with all the details of the insurance policy taken out abroad for the purpose of the traineeship and have it verified by the insurance company that the insurance is satisfactory (in particular accident cover and damage caused in the workplace).

The previous instructions do not apply if the insurance is fully provided by the host organisation.

3. Online language support (OLS)

Allows mobility participants to assess their language skills, not currently required as part of the application form.

More information on the EU Academy:

<https://academy.europa.eu/local/euacademy/pages/course/assessment-overview.php?title=english-placement-test>

4. Conclusion of the Participation Grant Agreement

The conclusion of the Participation Grant Agreement takes place after the Learning Agreement for Traineeships (Learning Agreement, LA) has been signed by three parties.

The student fills in an online form with the relevant information, including the entitlement to the additional grants mentioned above.

Before signing the Participation Agreement, the student is required to:

- provide **proof of insurance** (health, travel, liability - we recommend using ERAPO (<https://www.erapo.cz/>));
- have **paid tuition fees for the following semester** (the semester when the student will be on the trip);

- in the case of an application for a grant to support a student with special needs, the student must provide the relevant documents;
- it is possible to complete the online language test - OLS.

The student is obliged to read the participation contract carefully and check the correctness of the information provided, print it out, sign it and deliver it to the Erasmus coordinator. It is recommended to sign the participation contract 30 days before departure.

During the stay

Changes to the original Learning Agreement

The student has the right to make changes to the Learning Agreement for Traineeships (e.g. change of coordinator). All changes to the Learning Agreement must be agreed by electronic signature by both the sending and receiving institutions.

Extension of studies at the foreign institution

Is only possible after agreement with the sending and receiving institutions. Semester extensions are only possible within one academic year and only for the summer semester. The student is not automatically entitled to funding for the extended stay, it is up to the sending institution to allocate financial support for the extended period of stay.

Shortening the duration of the study stay

Can be agreed between the student and the sending institution - if the student reduces the stay by more than 5 calendar days, the student will be asked to repay a pro rata portion of the financial support. If the student does not comply with the minimum length of stay, i.e. 2 months, he/she is obliged to repay the full financial support paid.

Individual study plan at NU during the placement abroad

Students usually complete their practical internships during the holidays.

However, if the internship interferes with the academic year, it is possible to arrange an Individual Study Plan during a foreign internship (application available at the Contact Centre in ISNU).

There are no additional fees for an individual study plan.

After mobility

After returning from the study stay, the student is obliged to:

- present the original **confirmation of the actual duration of the study placement** - issued by the host organisation (**Confirmation of Traineeship Period**)
- complete the **online final report (EU Survey)** within 30 days of receiving the email invitation. *Currently the European Commission's platform for uploading final reports is not fully functional. We therefore ask for your patience.*
- In order to use the support for eco-travel (Green Erasmus), the student is required to submit tickets/proof of fuel purchase/affidavit

Recognition of study abroad (rules)

Recognition of courses/credits is governed by the current Rector's Directive. Please check with the Erasmus coordinator about the credit/course recognition process.

Database of final reports of Erasmus students

After the mobility, the student can share his/her experience in the Erasmus Student Final Report Database, which brings together final reports of students from all universities in the Czech Republic.

Evidence of traineeship - Europass Mobility

The student can apply for a mobility certificate within the Europass portal, which may be useful for graduate traineeships where the student will not have mobility recorded in the Diploma Supplement. The student downloads the required confirmation directly on the portal website and asks the foreign institution to complete it.